



City of Boston

Public Works Department
Permits Division
Room 714 Boston City Hall
Boston MA, 02201
(617) 635-4910

City Of Boston Sidewalk Café Requirements

CITY OF BOSTON SIDEWALK CAFÉ REQUIREMENTS

Petition

Requesting permission to install a Sidewalk Café in front of address of restaurant location. Petition must be signed by owner of Café.

Plans

The plan submitted must be 24" x 36" with 3/4" border and include the following information: minimum 11"x17"

- ❖ A civil engineer plan showing layout of café with appropriate fencing and showing a minimum 48" clearance from existing structures.
- ❖ Drawn on an engineer scale.
- ❖ The plan shall also have the following information:
 - a. Title Box for the Public Works Department
 - b. Signature lines for the following:
 - i. Public Improvement Commission, Chief Engineer
 - ii. Checked for General Design and Conformity to City Standards
 - iii. Commissioner of Public Works Department
 - iv. Provide a signature line inside the title box for Division Engineer
 - c. Date, name of plans and name of company that prepared the plan.
(A sample plan will be provided)

Other Requirements

- ❖ If the location of the Café is leased, the Petitioner should provide:
 - a. a Certified Lease Agreement; and
 - b. a letter of no objection from the Owner.
- ❖ Approval letter from ADA; and
- ❖ If the Café is located within a landmark district or has been designated a landmark, then a Certificate of Appropriateness from the Boston Landmarks Commission shall be provided.
- ❖ Letter from Mayor's Office of Neighborhood Services Coordinator.
- ❖ Letter from the Public Works Department – street lighting section.
- ❖ Letter from Registered engineer regarding the structural soundness of the areaway below the sidewalk, if any exists.
- ❖ Letters from the utilities stating that they have no objection to the placing of the Café.
(A list of utilities will be provided)

License and Maintenance Agreement must be completed with the Law Department before proposed sidewalk café is scheduled for the first meeting before the Public Improvement Commission. Sample provided by Michelle O'Neill PWD 635-4961



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Check List

<input type="checkbox"/>	A petition executed by person signing agreement that includes the limits and # of persons and tables café will be accommodating .
<input type="checkbox"/>	Three fully executed café agreements after law dept. has reviewed draft.
<input type="checkbox"/>	Three sets of plans.
<input type="checkbox"/>	Certificate of Authority unless the owner of the café is signing.
<input type="checkbox"/>	Letter from the BRA re: design review or letter of appropriateness from the landmarks commission if café is in a landmarks district.
<input type="checkbox"/>	Original Certificate of Insurance with limits specified in agreement.
<input type="checkbox"/>	Letter from Steve Spinetto (ADA) (635-3682).
<input type="checkbox"/>	Letter from Licensing Board granting permission for café.
<input type="checkbox"/>	Letters from any or all neighborhood associations.
<input type="checkbox"/>	Three 8"x10" glossy photo of area to be rented; frontal view, sharp angle right and sharp angle left side.
<input type="checkbox"/>	Letter from a certified Engineer stating that no vaults exist below the space where the proposed sidewalk café will be placed.
<input type="checkbox"/>	Notarized copy of Rental Lease agreement if surface space is to be used by tenant , and not the property owner.
<input type="checkbox"/>	Letter of no objection from the owner.
<input type="checkbox"/>	Letter from Mayor's office of Neighborhood Services.
<input type="checkbox"/>	Letter from Utilities.
<input type="checkbox"/>	Letter from Street Lighting Division (Joe Banks) 635-7555.
<input type="checkbox"/>	Letter from Parks and Recreation Dept (Ken Crasco) 635-4505.